

SAMPLE COVER LETTER

Try to limit your letter to course certificates you know are missing.

MEMORANDUM		1 JUL 16
From: "Rate/Rank" John P. Jones, USN, Designator		
To: Commander, Navy Personnel Command (PERS-912)		
Via: Commander, Navy Personnel Command (PERS-93)		
Subj: INFORMATION FOR INDIVIDUAL READY RESERVE (IRR) COURSE COMPLETION SUBMISSION		
Ref: (a) BUPERSINST 1001.39F (b) NAVRESFOR 022/16		
Encl: (1) Completion Certificates		
1. Per reference (a), enclosure (1) is forwarded for retirement points consideration with my anniversary date of <u>DD MMM YY</u> . The following course(s) is/are included:		
Course Title/Course Code	Approved/ Disapproved (For PERS-93 Use Only)	Points Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(If space is insufficient, use a second sheet)		
2. If you have any questions, I can be reached at phone number _____ or email _____.		
\\s\\ JOHN P. JONES		